

WILBURTON PARISH COUNCIL.

Chairman: Mr Chris Fella

Clerk: Mrs G Woods

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22 Longfields

Ely

Cambs

CB6 3DN

Minutes of a meeting held on Monday 9 December 2013 in the Baptist Church Hall

Present: Councillors Fella, Dodson, Warren, Yarrow, Hennessy, Kirk, Reynolds, Furness and Forsyth. 3 local residents.

011213. Apologies, Acceptance of apologies and declarations of interests.

None.

021213. To consider approving of the minutes from the monthly meeting held on 11 November 2013.

Resolved: - It was agreed that the minutes of the meeting held on 11 November 2013, with a slight amendment, should be approved.

Action Point: - Clerk to send the minutes to the Village Voice and add them to our website.

Session closed for public participation.

031213. Public Participation – to accept questions and comments from members of the public and councillors with a prejudicial interest.

A resident raised her serious concerns regarding the road traffic problems in the Village which need to be addressed – these include a nasty accident last week which could have been serious if there had been children/pedestrians nearby, volume of tractors, lorries, speeding and parking along High Street and Car Pond Lane, all of which are major safety issues.

A second local resident advised that Mr John Seaman MBE, had died Sunday morning.

Back in session.

Resolved: - It was proposed by Councillor Fella and seconded by Councillor Kirk that a letter of condolence be sent to Mr John Seaman's family.

Action Point: - Councillor Dodson to draft letter.

041213. Reports from County and District Councillors.

None.

051213. FINANCE

(a) To approve the following accounts to pay:-

Clock-winding - £47.66
Caretaking – St Peter’s Hall - £329.33
Parish and Booking Clerk - £377.56
Petty Cash - £50.00
PAYE – Oct-Dec 13 - £274.80
Rent of football ground January 14 - £37.50
Donation – Each - £100.00
Donation – Victim Support - £100.00
Donation – Dial-a-ride - £100.00
Donation – Citizens Advice - £100.00
Donation – East of England Ambulance Service - £100.00
Cemetery postage costs - £25.00
Emergency electrical to Hall - £60
Fire Extinguisher service - £135.78
Repairs to war memorials - £356 – It was proposed by Councillor Fella and approved by Councillor Hennessy that the quote should be accepted and cheque held until works completed. All in favour.
Christmas tree - £168.00
Christmas tree lights - £79.98
Supplies to St Peters Hall - £201.03
Cemetery plans - £7.02
Sand and cement for bin on playing field - £6.50

Any other accounts received before 9 December 2013.

Proposed by Councillor Kirk and seconded by Councillor Dodson that the accounts be paid. All in favour.

Action point: - Clerk to confirm acceptance of quote for repairs to the war memorial and retain the cheque until works completed.

061213. PLANNING

Applications:-

Change of use from a House (Use Class C3) to a Care Home (Use Class C2) with potential for reversion to a House (Use Class C3) – 6 Millfield Lane, Wilburton – Ref 13/01018/FUL – Comments by 20 December 2013. Some concerns were raised regarding the upkeep of the road, however Councillor Forsyth confirmed that, according to East Cambs District Councils Website the application had been withdrawn.

Resolved: - It was agreed that if the application was proceeding, concerns regarding the upkeep of the road should be recorded.

Action Point: - Clerk to advise East Cambs District Council.

Storage Unit at Station House, Stretham Station Road – Ref 13/01005/FUL – Comments by 17 December 2013.

Resolved: - It was agreed that there were no objections to this application.

Action Point: - Clerk to advise East Cambs District Council.

Erection of shed at 1 West End, Wilburton, Ely – Ref 13/00928/PDR – Comments by 17 December 2013

Resolved: - It was agreed that there were no objections to this application.

Action Point: - Clerk to advise East Cambs District Council.

Approved:-

Crown Cherry, Maple and Silver Birch Trees at 10 Church Lane, Wilburton.

Various works to trees at The Harbour School, Station Road, Wilburton.

Refused: - None.

Appealed: - None.

Update:-

Building works to site near Pony Lodge, Grunty Fen Road.

It was confirmed by the Clerk that East Cambs District Council had advised that an application had now been received and was being processed.

Garage at boundary of Station Road and Broadway.

It was confirmed by the Clerk that East Cambs District Council had been contacted regarding planning permission.

Any other planning correspondence received by 9 December 2013.

071213. Review of Action Points from previous meeting to be carried out and any further actions to be agreed.

Resolved: - It was agreed that the current list of recommended contractors be E-Mailed to the Councillors and any additions to be advised to the Clerk by the end of January for updating.

Action Point: - Clerk to E-mail current list of contractors to all Councillors.

Action Point: - Councillors to confirm details of recommended contractors by the end of January.

Resolved: - It was proposed by Councillor Dodson and seconded by Councillor Yarrow that all Section 106 funds be used for the play area, and the £5000 already ear-marked be moved towards a new footpath in Broadway. All in favour.

Action Point: - Clerk to obtain application form from East Cambs District Council.

Action Point: - Councillor Hennessy to contact Wilburton Theatre Group regarding their insurance policies and PAT testing of their equipment.

Action Point: - Councillor Hennessy to contact Parish Council's Insurance Company regarding the setting up of working parties for the Fireworks and Beer Festival.

Action Point: - Clerk to provide details of the Cemetery rules to the Councillors so that formal procedures and terms and conditions can be produced.

Session closed.

A local resident, who is championing for Broadband in Wilburton requested permission for a page on the Wilburton website, which will provide up to date information to residents.

Back in session.

Resolved: - It was proposed by Councillor Fella and seconded by Councillor Kirk that the appropriate page be added to the website. All in favour.

081213. MATTERS ARISING

(a) Pavilion Lease and Working Group.

Resolved: - It was resolved that Councillor Forsyth would send out an update of the initial meeting to discuss the setting up of a Working Group, and its aims etc. to all Councillors.

Action Point: - As above.

(b) Social Club Lease Update.

Resolved: - It was agreed that the Councillors should look at the updated lease that had been sent round, and E-mail Councillor Dodson with any suggested amendments for collation ready for the next meeting in January.

Action Point: - As Above.

(c) St Peters Hall – Sub-committee and flooring to small committee room. Councillor Dodson confirmed that she and Councillor Furness would inspect the Hall for required repairs/maintenance/completion of refurbishment to the Hall and to produce a report/plan of action for the next meeting. The Clerk confirmed that she had been contacted regarding lime scale to the men's urinals and bottom bolt to door.

Resolved: - It was agreed that Councillor Warren would investigate the problems with the men's urinals and bottom bolt to door.

Action Point: - Councillors Furness and Dodson to inspect Hall as above and produce report for the next meeting.

Action Point: - Clerk to add to the Agenda for January 2014.

Action Point: - Councillor Warren to inspect men's urinals and bottom bolt to door as above.

(d) Risk Assessments.

Resolved: -To add to January's Agenda.

Action point: Clerk to add to Agenda for January.

(e) Policy regarding quotes and purchase orders.

Resolved: -To add to January's Agenda.

Action point: Clerk to add to Agenda for January.

(f) New legislation regarding electronic payments and bank mandate.

Resolved: -The Council were in favour of using electronic payments. Procedures will be written, approved and added to the Financial Regulations when the date of the new legislation taking effect is known.

Action point: Clerk to diarise on Action points for adding to the Agenda once dates known.

(g) Proposals for sub-committees/Fundraising working parties.

Resolved: -To add to January's Agenda.

Action point: Clerk to add to Agenda for January.

(h) Signs and bins for Berristead/Speedwatch stickers for wheelie bins.
Parish Clerk confirmed that she had enquired about a bin to East Cambs District Council was awaiting a response.

Resolved: -To chase East Cambs District Council for a response and add to January's Agenda.

Action point: As above.

(i) Cottage repairs/emergency heating as boiler in lounge not working.

Resolved: - Councillor Warren confirmed that he had contacted an electrician to look at the boiler in the cottage front room to see if it could be repaired or needed replacing.

Action Point: - Councillor Warren to update Parish Councillors when he has been updated by the electrician.

(j) Parish traffic Management Plan
Councillor Yarrow confirmed that had been to potential Speedwatch sign sites 4 times ! and no signs erected as yet, and Councillor Forsyth confirmed that had we have had several more volunteers. Councillor Forsyth confirmed that he would be happy to collate parking issues in the Village for incorporating into a traffic management plan.

Resolved: - It was agreed that Councillor Forsyth would collate the parking issues and Clerk would check websites for a template to use to start drafting a traffic management plan.

Action Points: - As above.

(k) Parish Community Plan.

Resolved: - It was agreed that the Clerk could check websites for a template for the Council to use to start drafting a Parish Community Plan.

Action Point: - As above.

091213. CORRESPONDENCE NOT COVERED IN MATTERS ARISING

ECDC – Weekly Highlights
Rural Services Network – Newsletters
Cambs Acre – Newsletter
Highways - A11 Fiveways to Thetford Improvement Scheme Traffic Management update
CCC – Draft of new County Constitution
ECDC - Assets of Community Value
E-Mail regarding Berry Fen Wind Farm
E-Mail from resident regarding St Peters Hall
E-Mail from Caretaker regarding cleaning materials and maintenance required to urinals
E-Mail regarding signs for Speedwatch
ECDC – Funding for Towns and Parish Councils

Any other correspondence received before 9 December 2013.

101213. Councillors Questions – To receive any comments or questions from the Councillors

Councillor Yarrow confirmed that 2 of the newly plotted allotments had been taken up by two local residents (numbers 1 and 3). He also raised the possibility of providing a picnic area on the unused land and will bring some proposals to the next meeting.

Councillor Warren advised that an elderly resident was nearly knocked over crossing the road at the pelican crossing as the lights changed too quickly and the lights need to be changed by Highways to increase time for pedestrians to cross. Councillor Forsyth made a note for inclusion in the Traffic Management Plan.

Councillor Warren also asked if we had a job description for the caretaker at St Peters Hall.

It was confirmed that any complaints regarding any areas of the village should be done through the Parish Clerk so could be documented.

He also requested that a donation for the use of the Baptist chapel for November's meeting be added to the Agenda for January 2014.

Councillor Hennessy requested the details of the Council's Insurers and suggested a sub-committee/working group be formed for finance, with Councillor Forsyth, as a chartered accountant, being part of the committee/group.

Councillor Forsyth asked for volunteers for this and Councillors Hennessy, Fella, Yarrow and Reynolds all volunteered. An informal meeting to discuss the creation to be arranged, and item added to the

Agenda for January 2014 to formalise.

Councillor Dodson thanked Councillors Fella and Furness for putting up the village Christmas tree. She also requested that the Community Land Trust Scheme was added to the Agenda for January 2014 as Tracy Newman, Councillor Warren, and Paul Freeman had all resigned.

Councillor Kirk advised that there is a website called “Shape your place” where you can report any fly tipping or anything else unhappy about within the Village. The website automatically passes the information to the relevant people who have to respond. It may be possible to put a link to this on our website.

Councillor Fella suggested formalising a plan for Christmas trees in the future.

He also gave an update on the Play area working group, confirming that they were close to choosing a preferred supplier (down to 4). They are holding a public meeting on 17th December for approval between the 4 schemes and maybe able to get a grant if paperwork can be completed by January.

Meeting closed.

111213. Date of next meeting – 13 January 2014

Please note that copies of minutes can be obtained from the Parish Clerk or by visiting our Website at www.wilburtonparishcouncil.org

On-going projects

Pavilion & Recreation Ground
Stretham and Wilburton Community Land Trust Scheme
Playground Working Group.

Signed:

Date: